



October 2, 2006

MEMORANDUM FOR GSA TIMEKEEPERS AND CERTIFYING OFFICIALS

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SUBJECT: New Electronic Time and Attendance Management System
(ETAMS) Codes for Union Official Time and
Telework/Telecommuting

Effective October 1, 2006, new time and attendance codes (T&A) will be established in GSA ETAMS to track the time and costs related to Union Official Time and Telework/Telecommuting (Telework) activities. These new codes are being implemented because of regulatory mandates.

Union Official Time - Codes 70, 71, 72, 73

Union Official Time codes are designated only for use by Bargaining Unit Status employees performing representational functions on union related activities such as negotiations, dispute resolution, etc. The Office of Personnel Management (OPM) prepared specific guidance on Union Official Time in their Memorandum dated February 8, 2006, for Heads of Executive Departments and Agencies, Subject: Call for Fiscal Year 2005 Official Time, Data; and Next Steps: e-Payroll Official Time Data Collection.

As of the pay period beginning October 1, 2006, the GSA National Payroll Center (NPC) will be transmitting all time recorded under the Union Official Time codes to the OPM Electronic Human Resource Initiative (EHRI). The Official Time Data Report for Fiscal Year 2007 will be generated by the EHRI and provided to agencies for official certification in October 2008.

Below are definitions of the new Union Official Time codes:

- a. **Code 70 - Term Negotiations:** Official time used by Union Representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.

- b. **Code 71 - Mid-Term Negotiations:** Official time used to bargain over issues raised during the life of a term agreement.
- c. **Code 72 - Dispute Resolution:** Official time used to process grievances up to and including arbitrations and appeals of bargaining unit employees before various third parties, such as the MSPB, FLRA, EEOC and, the courts.
- d. **Code 73 - General Labor/Management Relations:** Official time used for activities not included in the above three categories. Examples of such activities include meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

Union Official Time codes are to be used as secondary codes along with primary codes being recorded on the ETAMS timecard. This is similar to how Family Friendly Leave is coded with Sick Leave (Code 27 is used with Code 50). For example, an associate may have worked regular hours on union activities and the timecard would be coded Regular Hours worked with a secondary code 70, 71, 72 or 73. Union Official Time codes must be used in conjunction with Regular Base Hours (Code 01) but cannot be greater than Code 01 hours in any given day.

Other types of primary ETAMS codes to be used with Union Official Time codes are:

- Code 10 – Regular Scheduled Overtime
- Code 13 – Compensatory Time Earned
- Code 14 – Irregularly Scheduled Overtime
- Code 15 – Call Back Overtime
- Code 17 – Overtime Rotating Shift
- Code 16 – Travel Comp Time
- Code 36 – Credit Hours Earned
- Code 46 – Religious Comp Earned

Union Official Time codes may also be used with Leave Exception Codes as long as Union Official Time code hours are not greater than Regular hours (01) minus leave hours. The ETAMS Leave Exception codes are 27 – 29, 34 – 35, 37, 40 – 45, 47 – 56, 57 – 61, 80 – 85, & 87. For specific definitions of these leave codes, please refer to the GSA CFO.P 4282.1 Payroll Operations Timekeeper Handbook.

Telework/Telecommuting (Telework) – Codes 90, 91, 92, 93

Telework codes are designated for employees working away from his or her principal place of duty such as home, telework center or at an alternate location. Specific laws

and regulatory guidance on Telework/Telecommuting may be found on the OPM website at <http://www.opm.gov/telework/index.asp> or at <http://www.telework.gov/>.

Below are definitions of the new Telework codes:

- a. **Code 90 – Periodic or Intermittent Arrangements.** Infrequent periods of time when projects/assignments have short turnaround times and /or require intense concentration. An informal, verbal agreement between employee and supervisor is the only requirement.
- b. **Code 91 – Short-Term work-at-home arrangements.** Occasional or short periods usually scheduled for 6 months or less.
- c. **Code 92 – Long-Term work-at-home arrangements.** Regularly scheduled arrangement, designed to last over 6 months, typically those scheduled for 1 year, which may be extended based on an annual basis by mutual agreement between employee and supervisor.
- d. **Code 93 – Telecommuting Centers.** GSA offers telework (telecommuting) arrangements at established satellite work centers. Typically, such centers house employees of more than one agency and include work spaces and equipment common to the normal office environment

Telework codes are to be used as secondary codes along with primary codes being recorded on the ETAMS timecard. This is similar to how Union Official Time codes will be used. For example, an associate may have worked regular hours on telework activities and the timecard would be coded Regular Hours worked (Code 01) with a secondary code 90, 91, 92 or 93. Telework codes can not be greater than Regular hours in a day.

Other types of primary ETAMS codes to be used with Telework codes are:

- Code 10 - Regular Scheduled Overtime
- Code 13 - Compensatory Time Earned
- Code 14 - Irregularly Scheduled Overtime
- Code 15 - Call Back Overtime
- Code 36 - Credit Hours Earned
- Code 46 - Religious Comp Earned

Telework codes may also be used with Leave Exception Codes as long as Telework code hours are not greater than Regular hours minus leave hours. The ETAMS Leave Exception codes are 34 – 35, 37, 40 – 45, 47 – 56, 59 – 61, 80 – 85, & 87. For specific

definitions of these leave codes, please refer to the GSA CFO.P 4282.1 Payroll Operations Timekeeper Handbook. Telework codes cannot be used with ETAMS Code 16 – Travel Compensatory Time or Code 17 – Rotating Overtime.

For questions regarding eligibility of which Union Official Time or Telework code to use, timekeepers should review the definitions above and coordinate with the employee's Certifying Official.

For questions on how to record these new codes in ETAMS, please contact either the FEDdesk Helpdesk on 816-823-3035 or at feddesk.helpdesk@gsa.gov.

Questions may also be directed to the GSA NPC Customer Service Representatives on 1-800-676-3690, x33900 or at KC-Payroll.Finance@gsa.gov.